



CITY OF ATLANTA

Job Announcement

PARKS SUPERVISOR (D)*

STARTING SALARY: \$31,853

Salary Grade: 13

Applications Accepted From: March 14, 2005 until, March 16, 2005

Minimum Job Requirements

Persons applying must have a High School diploma or GED and three years of experience in park operations, grounds or building maintenance or related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Licenses and Certificates

A valid Georgia's driver's license is required at the time of appointment, to remain valid during tenure in this position.

Duties of the Job:

This employee supervises, directs and evaluates staff to perform assigned duties, i.e., remove litter, mow parks, trim walkways and curbs, re-seed, install sod, prune shrubs and trees, etc.; supports departmental budget guidelines and modifies activities when appropriate; coordinates special events with City agencies as well as vendors; calculates square footage as needed for projects in park; works with community on park projects; maintains high standards of accuracy in exercising duties and responsibilities; adheres to set City maintenance standards; follows all safety precautions necessary in operating equipment in a safe and efficient manner; prepares various documents, such as internal memoranda, accident reports, daily work books, etc.; reviews numerous reports and documents; performs other duties related to this position as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Bureau of Personnel Administration, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30335-0306.

Resumes will not be accepted in lieu of application.

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem appropriate for the position.

Letters will not be mailed to individual job applicants.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF TRAINING AND EXPERIENCE.

* There is a salary differential for shift work.

03/11/05

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